



**City of Shoreline**  
**Administrative Policy for Uniforms**  
**As amended August 20, 2001**

**Intent:** The purpose of the Uniform Administrative Policy is to provide for easy identification of City field employees when working out in the community. It is the City's policy to provide identification cards and appropriate safety equipment for all City employees. The Uniform Administrative Policy provides appropriate clothing at City expense for employees who are required to wear the clothing when performing their jobs for the City.

**Covered Employees:** Field employees in the named classifications in the Parks and Recreation Department and the Public Works Department are covered by this policy. Because of the unique character of the regulatory responsibilities of field employees in Planning and Development Services, we have decided not to require P & DS employees to wear uniforms.

**Uniform Requirement:** The uniform for each covered classification is outlined on the attached table. All employees who spend the majority of their time in field activities shall be required to wear the defined uniform. All other employees shall wear the uniform during scheduled special events or extended field activities. The clothing for the required uniforms shall be provided as listed in the categories on the attached table. Other than safety equipment, employees shall not be required to wear any clothing not specifically listed on the attached table.

**Replacement and Maintenance of Uniforms:** Uniforms as listed pursuant to this policy will be provided to employees at no charge to the employee. Clothing will be replaced annually as needed. If demand or undue wear occurs, supervisor judgment will dictate the interval for replacement of apparel. It is the employee's responsibility to launder and maintain the clothing in good condition.

All clothing will be returned to the City upon termination of employment. All clothing purchased by the City for an employee uniform will be marked with the City Logo and worn during working hours only.

Range	Positions Needing Uniforms	FLSA Status	Required Uniforms	Special Items for This Classification
	PARKS RECREATION WORKERS			
N/A	Extra Help Playground staff	Non-exempt	3 T-shirts 1 sweatshirt	
27	Teen Program Assistant	Non-exempt	1 Sweatshirt	
31	Lead Teen Program Assistant	Non-exempt	2 Short sleeve shirts	
N/A	Extra help teen program staff	Non-exempt	1 Long sleeve shirt	
31	Recreation Assistant II	Non-exempt	Individual staff get appropriate pieces from the following list: T-shirts Polo shirts Sweatshirts	
N/A	Extra Help Recreation Leaders	Non-exempt		
	PARKS POOL STAFF			
N/A	Extra Help Senior Lifeguards	Non-exempt	2 T-shirts	
7	Lifeguard/Instructor I		2 pair shorts	
9	Lifeguard/Instructor II		2 whistles	
	Extra Help Lifeguards I/II			
18	Senior Lifeguards (regular)	Non-exempt	2 Polo Shirts	
31	Recreation Assistant II	Non-exempt		
43	Recreation Coordinator	Exempt** (** as of 9/01)		

FIELD WORKER CLASSIFICATIONS (REQUIRED TO WEAR UNIFORM EVERY DAY)				
N/A	Extra Help Parks Maint employees	Non-exempt		1 Carhart coat, 1 pair of Carhart pants and shorts
N/A	SWM Interns \$250 Extra Help Facilities Maint employees \$250	Non-exempt Non-exempt	Employees may select from the following items using allotted funds:  Polo Shirt T-shirt Sweat Shirt Jacket Long Sleeve Shirt	
31	Parks Maintenance Worker I	Non-exempt	<b>All Items (except boots) Contain City Logo</b> 5 Shirts/sweaters; 2 Sweatshirts; 1 Coat; 1 pair of coveralls; 1 Safety jacket*, 1 boots* For Public Works employees, following items may be selected using allotted funds:  Polo Shirt Sweat Shirt Jacket Long-Sleeve Shirt  The SWM Coordinator, Facilities Coordinator, and PW Maintenance Supervisor may select a sweater instead of a jacket.	1 Carhart coat, 1 pair of Carhart pants and shorts
32	PW Maintenance Worker I \$500	Non-exempt		
35	Parks Maintenance Worker II	Non-exempt		1 Carhart coat, 1 pair of Carhart pants and shorts (Parks)
37	PW Maintenance Worker II \$500	Non-exempt		
39	Senior Parks Maintenance Worker	Non-exempt		1 Carhart coat, 1 pair of Carhart pants and shorts
41	CRT Representatives	Non-exempt Non-exempt		
42	Sr. PW Maintenance Worker \$500	Non-exempt		
49	Surface Water Program Coordinator \$250 Facilities Coordinator \$250	Exempt Exempt		
51	Public Works Maintenance Supervisor \$250	Exempt		

Range	Positions Needing Uniforms	FLSA Status	Required Uniforms	Special Items for This Classification
	<b>LESS FREQUENT FIELD WORKERS (REQUIRED TO WEAR "UNIFORM" WHEN GO INTO THE FIELD)</b>			
35	Facilities Maintenance Worker II \$250	Non-exempt	Employees may select from the following items using allotted funds:  Polo Shirt Sweat Shirt Jacket or Sweater Long-Sleeve Shirt	
41	Surface Water Quality Specialist \$250	Non-exempt		
43	Environmental Educator \$250	Non-exempt		
27	Administrative Assistant I \$100	Non-exempt	Employees may select from the following items using allotted funds:  Polo Shirt T-shirt Sweater	
31	Administrative Assistant II \$100	Non-exempt		
35	Administrative Assistant III \$100	Non-exempt		
46	Management Analyst \$100	Exempt		
48	Project Engineer (unlicensed) (in Public Works)	Exempt	<b>All Items (except boots) Contain City Logo</b>  1 Safety jacket*, 1 boots*  <b>Safety Vests w/Logo available from dept as needed</b>	
49	CRT Supervisor	Exempt		
52	Project Engineer (licensed)	Exempt		
52	Plans Examiner III	Non-exempt		
56	Capital Projects Manager (3 employees)	Exempt		
59	Public Works Operations Manager	Exempt		
61	Aurora Corridor Project Manager	Exempt		
62	City Engineer	Exempt		
Range	Positions Needing Uniforms	FLSA Status	Required Uniforms	Special Items for This Classification
	<b>POLICE VOLUNTEERS</b>			
N/A	Storefront Volunteers Precinct Volunteers	N/A	Denim Shirt Polo Shirt	

\*These items are required safety equipment for Public Works employees

Approved November 8, 1999

Amended August 20, 2001